IFLA Universal Bibliographic Control and International MARC Core Programme (UBCIM)

UNIMARC Guidelines no. 5

Multi-level Description: Encoding Options for UNIMARC

1999-02-02

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1 INTRODUCTION

This guideline illustrates how an agency may encode multi-level description using the UNIMARC format. Many bibliographic items, both print and non-print, are issued in multiple parts. The individual items in the set may or may not have sequential designations and/or significant titles. The characteristics of the individual volume often determine the possibilities for the cataloguing agency for cataloguing and shelving the items in the set, and, in turn, the cataloguing treatment will influence the encoding of the cataloguing in a MARC record. Thus there are several options for encoding, all valid in UNIMARC. These options give agencies the flexibility to describe multipart items to the degree the characteristics, cataloguing rules, and agency policies will permit.

A multipart item is a group of physically separate bibliographic items identified by a common title. It includes series, serials, made-up collections, and multivolume monographs. In UNIMARC the term SET is used for these items and in the following discussion SET will be used to stand for any type of multipart item.

2 UNIMARC MODELS FOR MULTIPART ITEM RECORDS

In the schematic options for records describing multipart items, the following conventions are used. While the bibliographic items are expressed in terms of volumes, the individual items in the set could be in any format. The parts of the model multipart item are designated as follows:

Collective title - represents the general title for the set Vol. n - represents the sequential designation of an individual item in the set Title of nth volume - represents the title of an individual item in the set RID - represents Record Identifier, contained in the 001 field of the record referenced

<> - encloses references to a type of data rather than data itself

Examples containing 4-- fields have alternative versions - one using \$1 (one), the other with standard subfields. e.g.

461 #0 \$0N34900

OR \$1001N34900

Either method may be used.

Note that a 4-- field containing only a RID is not acceptable for exchange purposes.

Option 1

Under this option a record is made for the set, with no references in it to the names or sequential designations of the individual items in the set (Record 1). The number of items in the set is indicated in field 215 (Physical Description) if the set is complete. Separate records (Records 2-n) are made for each item in the set, with the title of each item carried in field 200, subfield \$a, of each record. Either field 225 (Series) and/or field 410 (Series) for series or field 461 (Set Level) for monographs must be in the records for the individual titles to carry the information about the collective title. Inclusion of the RID of Record 1 in the records for the individual volumes is optional.

Option 1 is primarily used when the volumes have individual titles and the titles are significant thus stand alone well.

| Record 1 | 200 215 | \$a <collective title=""> \$a <indicates consists="" item="" n="" of="" the="" volumes=""></indicates></collective> |
|----------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Record 2 | 200 225 410 or 461 | <pre>\$a <title first="" of="" volume=""> \$a <Collective title> \$v Vol. 1 \$0 <RID of Record 1> (optional) \$a <Collective title> \$v Vol. 1 OR \$1001<RID of Record 1> (optional) \$12001# \$a <Collective title> \$v Vol. 1</pre></td></tr><tr><td>[and so on]</td><td></td><td></td></tr><tr><td>Record n</td><td>200</td><td>\$a <Title of nth volume></td></tr><tr><td></td><td>225</td><td>\$a <Collective title> \$v <Vol. n></td></tr><tr><td></td><td>410 or 461</td><td>\$0 <RID of Record 1> (optional) \$a <Collective title>\$v <Vol.n> OR</td></tr><tr><td></td><td></td><td>\$1001<RID of Record 1> (optional) \$12001#\$a <Collective title>\$v<Vol.n></td></tr></tbody></table></title></pre> |

Option 2

Under this option a record is made for the set, with no references in it to the names or sequential designations of the individual items in the set (Record 1). The number of items in the set is indicated in field 215 (Physical Description) if the set is complete. Separate records (Records 2-n) are made for each item in the set, with the collective title carried in field 200, subfield \$a, of the record and the sequential designation and title of individual items carried in the \$h and \$i subfields, respectively. An agency, however, may not require that a separate record be created for the collective title in Option 2 if links are not needed for individual items in the set. Inclusion of the RID of Record 1 in the records for the individual volumes is optional.

Option 2 is primarily used when the volumes have individual titles but the titles are *not* significant thus do not stand alone well.

Record 1 200 \$a <Collective title>

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|-------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| | 215 | \$a <indicates consists="" item="" n="" of="" the="" volumes=""></indicates> | |
| Record 2 | 200 410 or 461 | \$a <collective title=""> \$hVol. 1\$i <title first="" of="" volume=""> \$0 <RID of Record 1> (optional) OR \$1001 <RID of Record 1> (optional)</td></tr><tr><td>[and so on]</td><td></td><td></td></tr></tbody></table></title></collective> | |

Option 3

Under this option a record is made for the set, with a note that provides information about the individual items in the set. The number of items in the set is indicated in the 215 field if the set is complete. Separate records are not made for each item in the set.

Option 3 is used for a variety of situations: sets with non-significant titles or without individual titles, retrospective conversion of set records, items classed and shelved together as a set, finite collective sets, etc.

| Record | 200 | \$a <collective title=""></collective> |
|--------|-----|------------------------------------------------------------------------------------------------------------------------|
| | 327 | \$a <vol. 1,="" first="" of="" title="" volume=""> \$a &ldots \$a <vol. n,="" of<="" td="" title=""></vol.></vol.> |
| | | nth volume> \$a &ldots |

Mixture of Components of Options

The three options presented above are intended to be indicative. There are a number of system reasons that an institution would want, for example, to give the author and collective title or the author and individual title in distinct added entries, even though Option 2 is used. There are also often cataloguing rules that require certain elements to be explicitly in a record in particular situations, even if the machine environment does not require the extra field(s) for satisfactory retrieval. Sharing records may add a need to carry some information explicitly and redundantly to make records suitable for all types of possible system. Systems responsible for a national bibliography may also have different requirements to maintain the integrity of annual or other defined subsets of national bibliography records.

3 BRIEF RECORD EXAMPLES

The following partial records are incomplete but sufficient to illustrate the various options. Because of limitations in the character set, the conventions of the *UNIMARC Manual* cannot be used: ‰NSB‰ and ‰NSE‰ have been used to represent ISO 6630 Bibliographic Control Set positions 08/08 and 08/09 respectively.

EXAMPLE 1: Multivolume monograph (Example from ISBD(M))

Collective set: The lord of the rings / J.R.R. Tolkien Volumes in set: The fellowship of the ring : being the first part of The lord of the rings The two towers : being the second part of The lord of the rings The return of the king : being the third part of The lord of the rings

Option 1

Record 1 010 ## \$b(Paperback) 200 1# \$a‰NSB‰The ‰NSE‰lord of the rings\$fJ.R.R. Tolkien 205 ## \$a[Authorised ed.]\$fwith a new foreword by the author 210 ## \$aNew York\$cBallantine Books\$d1965-1973 215 ## \$a3 vols.\$cill., maps\$d18 cm 9/13/22, 11:31 AM Multi-level Description: Encoding Options for UNIMARC - IFLA Universal Bibliographic Control and International MARC Cor...

Record 2

200 1# \$aThe fellowship of the ring\$ebeing the first part of The lord of the rings\$fJ.R.R. Tolkien 210 ## \$aNew York\$cBallantine Books\$d1965 215 ## \$a527 p.\$cill., maps\$d18 cm 461 #0 \$aTolkien, J.R.R.\$t‰NSB‰The ‰NSE‰lord of the rings OR \$12001#\$a‰NSB‰The ‰NSE‰lord of the rings\$1700#1\$aTolkien\$bJ.R.R. Record 3 200 1# \$a‰NSB‰The ‰NSE‰two towers\$ebeing the second part of The lord of the rings\$fJ.R.R. Tolkien 210 ## \$aNew York\$cBallantine Books\$d1965 215 ## \$a447 p.\$cmap\$d18 cm 461 #0 \$aTolkien, J.R.R.\$t‰NSB‰The ‰NSE‰lord of the rings OR \$12001#\$a‰NSB‰The ‰NSE‰lord of the rings\$1700#1\$aTolkien\$bJ.R.R. Record 4 010 ## \$a0-345-25345-0\$d\$1.95 200 1# \$a‰NSB‰The ‰NSE‰return of the king\$ebeing the third part of The lord of the rings\$fJ.R.R. Tolkien 210 ## \$aNew York\$cBallantine Books\$d1973 215 ## \$a544 p.\$cill., maps\$d18 cm 461 #0 \$aTolkien, J.R.R.\$t%NSB%The %NSE%lord of the rings OR

\$12001#\$a%NSB%The %NSE%lord of the rings\$1700#1\$aTolkien\$bJ.R.R.

Sample Display (of data selected from above records):

The lord of the rings / J.R.R. Tolkien - [Authorised ed.] / with a new foreword by the author -New York : Ballantine Books, 1965-1973 - 3 vol. : ill., maps.; 18 cm - (Paperback)

The fellowship of the ring : being the first part of The lord of the rings - 1965 - 527 p. : ill., maps; 18 cm

The two towers : being the second part of The lord of the rings - 1965 - 447 p. : map; 18 cm The return of the king : being the third part of The lord of the rings - 1973 - 544 p. : ill., maps ; 18 cm - ISBN 0-345-25345-0 : \$1.95

Option 2

Record 1 001 N34900 010 ## \$b(Paperback) 200 1# \$a‰NSB‰The ‰NSE‰lord of the rings\$fJ.R.R. Tolkien 205 ## \$a[Authorised ed.]\$fwith a new foreword by the author 210 ## \$aNew York\$cBallantine Books\$d1965-1973 215 ## \$a3 vols.\$cill., maps\$d18 cm

Record 2

200 1# \$a‰NSB‰The ‰NSE‰lord of the rings\$hPt.1\$i‰NSB‰The ‰NSE‰fellowship of the ring\$ebeing the first part of The lord of the rings\$fJ.R.R. Tolkien 210 ## \$aNew York\$cBallantine Books\$d1965 215 ## \$a527 p.\$cill., maps\$d18 cm 461 #0 \$0N34900 [Optional field] OR \$1001N34900 [Optional field]

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Record 3 200 1# \$a‰NSB‰The ‰NSE‰lord of the rings\$hPt.2\$i‰NSB‰The ‰NSE‰two towers\$ebeing the second part of The lord of the rings\$fJ.R.R. Tolkien 210 ## \$aNew York\$cBallantine Books\$d1965 215 ## \$a447 p.\$cmap\$d18 cm 461 #0 \$0N34900 [Optional field] OR \$1001N34900 [Optional field] Record 4 010 ## \$a0.245.25245 0\$ d\$1.05

010 ## \$a0-345-25345-0\$d\$1.95 200 1# \$a‰NSB‰The ‰NSE‰lord of the rings\$hPt.3\$iThe return of the king\$ebeing the third part of The lord of the rings\$fJ.R.R. Tolkien 210 ## \$aNew York\$cBallantine Books\$d1973 215 ## \$a544 p.\$cill., maps\$d18 cm 461 #0 \$0N34900 [Optional field] OR \$1001N34900 [Optional field]

Sample display:

The lord of the rings / J.R.R. Tolkien - [Authorised ed.] / with a new foreword by the author - New York : Ballantine Books, 1965-1973 - 3 vol. : ill., maps.; 18 cm - (Paperback)

Pt. 1. The fellowship of the ring : being the first part of The lord of the rings - 1965 - 527 p. : ill., maps ; 18 cm

Pt. 2. The two towers : being the second part of The lord of the rings - 1965 - 447 p. : map; 18 cm

Pt. 3. The return of the king : being the third part of The lord of the rings - 1973 - 544 p. : ill., maps ; 18 cm - ISBN 0-345-25345-0 : \$1.95

Option 3

001 N34900 010 ## \$b(Paperback) 200 1# \$a‰NSB‰The ‰NSE‰lord of the rings\$fJ.R.R. Tolkien 205 ## \$a[Authorised ed.]\$fwith a new foreword by the author 210 ## \$aNew York\$cBallantine Books\$d1965-1973 215 ## \$a3 vols.\$cill., maps\$d18 cm 327 ## \$aPt. 1. The fellowship of the ring.\$aPt. 2. The two towers.\$aPt. 3. The return of the king

Sample Display:

The lord of the rings / J.R.R. Tolkien - [Authorised ed.] / with a new foreword by the author - New York : Ballantine Books, 1965-1973 - 3 vol. : ill., maps.; 18 cm - (Paperback) Contents: Pt. 1. The fellowship of the ring. Pt. 2. The two towers. Pt. 3. The return of the king

EXAMPLE 2: Part contained in a series

Collective set: Zarnea G. Tractat de microbiologie generala.--Bucuresti, 1987-Volume in set: Vol. 3: Genetica moleculara, ingineria genelor.--1989.--639p.

Option 1

Record 1 001 295007 200 1# \$aTractat de microbiologie generala\$fG. Zarnea 210 ## \$aBucuresti [S.A.]\$d19879/13/22, 11:31 AM Multi-level Description: Encoding Options for UNIMARC - IFLA Universal Bibliographic Control and International MARC Cor...

215 ## \$a vols 700 #1 \$aZarnea\$bG.

Record 4 001 484490 200 1# \$aGenetica moleculara, ingineria genelor 210 ## \$aBucuresti [S.A.]\$d1989 215 ## \$a639 p. 225 0# \$aTractat de microbiologie generala\$vVol. 3 461 #0 \$0295007\$aZarnea, G.\$tTractat de microbiologie generala\$vVol. 3 OR \$1001295007\$12001#\$aTractat de microbiologie generala\$vVol. 3\$1700#1\$aZarnea\$bG.

Option 2

Record 1 001 295007 200 1# \$aTractat de microbiologie generala\$fG. Zarnea 210 ## \$aBucuresti [S.A.]\$d1987-215 ## \$a vols. 700 #1 \$aZarnea\$bG

Record 4 001 395502 200 1# \$aTractat de microbiologie generala\$fG. Zarnea\$hVol. 3\$iGenetica moleculara, ingineria genelor 210 ## \$aBucuresti [S.A.]\$d1989 215 ## \$a639 p. 517 1# \$aGenetica moleculara, ingineria genelor *[not needed if 200\$i is indexed]* 461 #0 \$0295007 OR \$1001295007

Option 3

001 100598 200 1# \$aTractat de microbiologie generala\$fG. Zarnea 210 ## \$aBucuresti\$d1987-215 ## \$a vols 327 ## \$aVol. 3. Genetica moleculara, Ingineria genelor

EXAMPLE 3: Part contained in a subseries of a series

Collective set: World animal health/Office international des epizooties -- Paris, 1991-Subcollective set: Pt. 6: Animal health status -- 1991-*Volume in set:* Vol. 1: Disease control methods -- 1991 -- 301p

Option 1

Record 1 200 1# \$aWorld animal health\$fOffice international des epizooties 210 ## \$aParis\$d1991-215 ## \$a vols

Record 7 200 1# \$aAnimal health status 210 ## \$aParis\$d1991-215 ## \$a vols 225 2# \$aWorld animal health\$vPt. 6 9/13/22, 11:31 AM Multi-level Description: Encoding Options for UNIMARC - IFLA Universal Bibliographic Control and International MARC Cor...

410 #0 \$tWorld animal health\$vPt. 6 OR \$12001#\$aWorld animal health\$vPt. 6

Record 25 200 #1 Disease control methods 210 ## \$aParis\$d1991 215 ## \$a301 p 225 0# \$aWorld animal health\$hPt. 6\$iAnimal health status\$vVol. 1 410 #0 \$tWorld animal health\$vPt. 6 OR \$12001#\$aWorld animal health\$vPt. 6 410 #0 \$tAnimal health status\$vVol. 1 OR \$12001#\$aAnimal health status\$vVol. 1

Option 2

Records 1 and 7 are as in Option 1 200 1# \$aWorld animal health\$fOffice international des epizooties\$hPt. 6\$iAnimal health status\$hVol. 1\$iDisease control methods 210 ## \$aParis\$d1991 215 ## \$a301 p [include 517s for titles in 200\$i, if needed]

Option 3

200 1# \$aWorld animal health\$fOffice international des epizooties
210 ## \$aParis\$d1991215 ## \$a vols
327 ## \$aPt. 6. Animal health status. Vol. 1. Disease control methods

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